



USAID | ZAMBIA

FROM THE AMERICAN PEOPLE

December 10, 2008

SUBJECT: Contract No. GHH-I-00-07-000XX.00 Request for Task Order Proposal (RFTOP) for the Public Sector HIV/AIDS Service Delivery Support Program in Zambia

Dear Offeror:

USAID/Zambia is seeking proposals for a new program entitled Public Sector HIV/AIDS Service Delivery Support Program (also known as the HIV/AIDS project" under the AIDSTAR Sector I Indefinite Quantity Contract (GHH-I-00-07-000XX-00). The HIV/AIDS project will be a key component of the USG's HIV/AIDS portfolio in Zambia and will be funded as part of the President's Emergency Plan for AIDS Relief. USAID intends to award a cost plus fixed fee task order under AIDSTAR I to the contractor who has the capacity and potential to deliver the required services.

The HIV/AIDS project will continue and build upon the pre-existing Zambia Prevention, Care, and Treatment Partnership (ZPCT) project, as it phases out in June 2009. The HIV/AIDS Project will operate under five (5) key objectives:

KEY OBJECTIVES:

1. Expand existing HIV/AIDS services and scale up new services, as part of a comprehensive package that strengthens the health system and supports the priorities of the MOH and NAC.
2. Increase the involvement and participation of partners and stakeholders to provide a comprehensive HIV/AIDS service package that strengthens the health system and supports the priorities of the MOH and NAC.
3. Increase the capacity of the PHOs and DHMTs to perform technical and program management functions.
4. Build and manage public-private partnerships to expand and strengthen HIV/AIDS service delivery in private sector health facilities.
5. Integrate service delivery and other activities at national, provincial, district, facility, and community levels through joint planning with the GRZ, other USG, and non-USG partners.

The HIV/AIDS project will be a five-year program from the date of award, with a possibility for extension beyond this period. The overall availability of funds for the HIV/AIDS project is subject to Emergency Plan approval processes via Zambia's annual Country Operational Plan but it is estimated to have a \$130 million ceiling. The first year of funding available for this program is an estimated \$21.3

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million, with a slight increase in the four subsequent years.

Please see attached RFTOP incorporated herein for the services to be carried out under the resulting task order. The technical and cost proposals need to be prepared in accordance with the attached RFTOP and the basic IQC contract.

USAID reserves the right to award without discussions, or hold additional rounds of negotiations. Therefore, offerors are encouraged to provide their best offeror. The cost and technical proposals must be submitted electronically by Monday, January 26, 2008, at 1600 hours (Lusaka, Zambia time) to Mr. Joseph Tembo, Acquisition Specialist, whose email address is jtembo@usaid.gov.

The email attachments for your electronic submissions should be limited to the following:

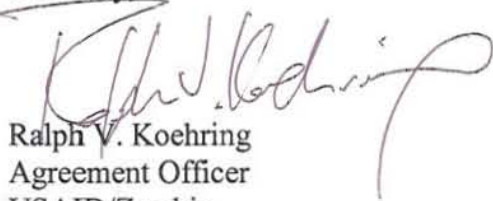
1. Technical Proposal (including the cover letter, table of contents, and attachments specific to the technical proposal) must be in one printer-friendly Adobe Acrobat file (.pdf).
2. Cost Proposal should have a narrative portion in one printer-friendly Adobe Acrobat file (.pdf) and the actual proposed budget in an MS Excel spreadsheet.
3. Authorized Attachments and/or Appendices must also be in one printer-friendly Adobe Acrobat file (.pdf).

Therefore, USAID/Zambia expects no more than three total attachments, whether they come in one email or three. Offerors that submit any unauthorized documents and/or attachments run the risk of those attachments not being included in the review process. USAID will not be responsible for any errors in the transmission of electronic copies. The electronic submissions should be properly grouped so that no one email is larger than 5MB in size, and Mr. Tembo should be alerted to the approximate size of forthcoming emails as soon as possible before the due date and time to minimize the possibility of system rejections.

Any information given to a prospective offeror concerning this solicitation will be furnished to all other prospective offerors as an amendment to this solicitation. All questions concerning this RFTOP must be received by the undersigned not later than 1700 hours (5:00 pm) December 31, 2008 and if an amendment with answers/clarifications is needed, it will be sent promptly to all prospective offerors.

Please note that the issuance of this solicitation does not constitute any commitment on the part of the U.S. Government to award a task order, nor will USAID reimburse costs incurred in proposal preparation. Should you require any clarification, you may contact Joseph Tembo at 260-211-254-303/6 or via e-mail at jtembo@usaid.gov.

Sincerely,



Ralph V. Koehring
Agreement Officer
USAID/Zambia